

**MINUTES OF THE OFFICIAL BOARD
OF SYDENHAM-HERITAGE UNITED CHURCH
On Wednesday, November 11, 2020**

Present: Jane Baxter, Sharon Davidson, Norma Janzen, Terry Matheson, Gail Merritt, Maureen Gilmore, Larry Pickard, Darrell Picketts, Jacquie Scatcherd, Rev. Paul Shepherd, Ron Stinson, Lois White, Lorne White.

Absent: Sue Cross, Shelley Grisdale; Bella Leighton,

Darrell called the meeting to order.

Paul offered the Land Acknowledgement

Terry offered the devotion, an article titled “Windows Restored from Rubble of War” about Meeford Ontario Church of Christ Anglican

Darrell lit the Christ Candle.

Congregational Health

- Concern expressed about people we don’t have contact with during the pandemic
- Very few of the newsletters have been returned
- Should we be sending the next newsletter via email
- Is there a way to reach out to those who may not be able to navigate the technology
- Only 40% of Snippets are opened; only 20% of Snippets opened demonstrate the reader is using any of the links
- Reassurance that Pastoral Care has an active Phone Tree
- Paul has received three phone calls in past weeks from people who are “delighted” to be attending online services and do not live in our jurisdiction
- Difficult because we don’t know who is tuning into online services or viewing on youtube
- Decision: newsletters will continue to be mailed to reach broadest base of people
- Next newsletter will ensure the offer of technological support is made clearly

Motion to accept the agenda moved by Ron Stinson and seconded by Maureen Gilmore. Carried.

Review and Approval of the Minutes of October 14, 2020 moved by Lorne White and seconded by Ron Stinson. Carried.

Business Arising

1. Status of Wage Subsidy application

- We received a letter from CRA that was followed up by Darrell
- The form that is submitted annually for Charitable Status was dated...this date had the impact of indicating to the CRA that Sydenham-Heritage had no officers
- Darrell followed up by submitting a copy of the 2020 Annual Meeting minutes (which would identify the “officers” aka the Board Members) and resubmitting the letter signed by Darrell and Jacquie and previously sent to CRA authorizing Norma to access the account of Sydenham-Heritage on behalf of the Board
- Action: Norma will follow up with the CRA to move the application process forward as it is hoped the correct information is in the hands of CRA

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2. Audit

- Norma reported she located the contact information about the potential auditor and will call the person
- She committed to bringing an update to the December meeting

Minister's Report

- Advent Discussion Group November 16th to December 14th
- Next Brantford Immigration Partnership meeting on December 2nd should allow Sydenham-Heritage to determine the best subcommittee to participate in
- **Request to change Board Meetings** from Wednesday to Thursday to accommodate change in choir practice and conflict: Discussion; Decision: cannot be changed at this time
- **Reopening of Church** – last meeting the Board endorsed Guidelines which are posted on website and will be circulated to all committees and posted at entrances
- The Audio Visual updates are approximately two weeks from completion and then training needs to be completed to permit use of equipment and streaming of worship
- The floor in Sanctuary is finished, the pews are back in place
- The committee needs to be able to mark out sanctuary to meet Public Health Guidelines
- Does the Board wish to make decision to reopen for worship?
- Discussion
- Decision
- November 29th will be goal date to reopen for worship tempered by the completion of the technology updates and training as well as the Covid numbers locally and the guidance and direction of Public Health
- Online worship will continue to be available as it is expected many will not be comfortable with worship in the sanctuary
- An informal poll of the board members in attendance this evening demonstrated clearly half would be comfortable returning at this time and half would not be comfortable returning at this time
- This will be messaged through November Newsletter that is scheduled for mail out November 23rd or 24th by Communication Team
- Paul will advise the committee and move ahead with the task of marking out the sanctuary
- **Collaborative Ministry Sharing Information in Brantford and Area-Scheduled for zoom on November 22nd at 1pm**
- Agenda includes discussion on:
- How to potentially share resources, personnel and ministers; options and possibilities for small congregations
- Paul and Jane will attend – a participant from the Board is requested to participate – please advise Paul and Darrell if you are interested and available

Jane Baxter's Report

- Prayer group continues to meet Tuesdays at 6:30pm – looking to developing a prayer link/prayer chain
- Covenant between Jane, Lay Supervisory Team and Sydenham-Heritage will occur during November 22nd service

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- End of Life Planning education sessions are being finalized for early 2021, will be 45 minutes sessions presented by professionals in hospice, palliative, legal, funeral homes etc. with questions and answers to follow; details will be provided in Newsletter along with dates, times and login details

Correspondence

- Norma received notification that the United Church of Canada has changed the insurance company that manages Directors and Officers liability insurance and as such is requesting all congregations advise them before November 20, 2020 of any pending claims not already declared – it was determined through discussion there are no undeclared claims to report by Sydenham-Heritage

Committee Reports

Youth – no report

Outreach

- Meeting two weeks ago that was productive, focused on how to reach out to the community
- Decision made to provide knitted and purchased items for warmth this winter to groups putting together donations to be distributed locally by December 15th
- Donation not going to the Christmas Baskets this year as Covid has changed their program to gift cards for 2020
- Article being prepared for the newsletter

Stewardship & Fundraising

- Outreach and Stewardship & Fundraising are being combined

Communication

- Newsletter in November will message to bring your mask and stay home if you are ill
- Terry will consult with Aileen about how to post the full guidelines at the entrances
- Aileen will be asked to distribute the guidelines to all committee chairs
- If you want anything highlighted in Snippets contact it is a good resource
- Yellow pages – does Sydenham-Heritage wish to continue to be listed? This is now a separate bill (as we have changed internet and telephone carrier), discussion, decision – Board agrees this listing will continue
- This committee does not have a budget, but requires one now
- The cost of the newsletters, paper, envelopes and postage will be approximately \$1,400 annually
- Discussion
- Action: a budget line recommendation for the Communication Committee will be forwarded to the Finance Committee by Terry to be included in the 2021 budget planning

M&P

1. The contract for music director has been finalized by the committee and Trevor
 - \$1,950 inclusive of HST monthly
 - Weddings \$250
 - Funerals \$200
 - Agreement can be terminated by either party with 60 days notice

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Motion to approve the contract of the Music Director moved by Ron Stinson and seconded by Maureen Gilmore. Carried.

2. Request by Aileen Johnston to alter her working hours

- Current working hours Monday to Friday 9am to 1pm
- Requesting Tuesday to Friday 9am to 2pm
- She will check phone messages on Monday from home
- She is willing to be flexible and work on a Monday if required
- Discussion

Motion that the hours of work for the church secretary be altered effective January 1, 2021. The secretary will work 9am to 2pm on Tuesday to Friday with the understanding that she will check phone and email messages from home on Mondays. She will be flexible to work if needed on a Monday. A review of this altered schedule will take place at the end of June 2021 moved by Lois White and seconded by Ron Stinson. Carried.

3. Clarification about contact lists (COVID guidelines)

- Sign in sheets will be maintained at each entrance
- Completed sheets will be maintained by Aileen for reference

Property

- Sanctuary floor done
- Video and audio system nearing completion
- Fellowship room is ready for use
- 10 Thunder Cloud Ornamental Plum trees were donated by Fran McLean and have been planted in paring lot area, Larry will prepare a thank you letter
- Auditorium Floor – committee brought the refinishing of this back to the board for decision
- Committee is recommending the floor by refinished, cost would be between \$10,000 & 12,000
- Discussion
- Decision: the Board does not feel this cost should be incurred at this time, despite donations there are budget shortfalls in the two current projects

Motion that a fund be established to refinish the Calder Hall floor and when funds are available the board will support going forward with the refinishing of that floor, moved by Lorne White and seconded by Norma Janzen. Carried.

Spiritual – no report

Worship

- Actively planning Advent and Christmas and Longest night services

Trustees

- Have approval when needed to transfer another \$20,000 to treasurer
- Made some adjustments to our portfolio recently
- Balance is \$562,000 with \$174,000 in a high interest savings account

Finance

- Deficit is \$54,476
- Givings are down \$20,000
- If we recover wages from CRA final deficit will be between \$10,00 and \$15,000
- Norma indicated she would email a detailed financial statement to the board

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Horseshoe Falls

- Regional Meeting being held virtually November 12th to 15th
- Maureen and Yvonne will be attending on behalf of Sydenham-Heritage
- Celebration of Ministry service will be held as our service for November 15th

Edge

- Liaison is seeking information about funding avenues for elevator
- Is in receipt of the information provided by the Property Committee several months ago

Motion to accept all committee reports moved by Terry Matheson and seconded by Lois White. Carried.

New Business

- Tai Chi group has requested to rent space for winter months
- How do we want to use the building?
- Do we want to engage with the community in this manner?
- Insurance? Would group need it or would our provider cover this use?
- Discussion
- Decision
- Concept is supported by the Board
- Not the time to move forward with this partnership
- Norma will inquire about insurance and community use of space and requirements
- Board will revisit this in February 2021

Minister's Pictures

- Aileen has requested this task be reassigned
- Discussion
- Property/Fix-it will look at options to complete this task

Devotion for next meeting – Jane Baxter

Next Meeting: December 9, 2020

Paul closed the meeting in prayer

Sharon Davidson, Co-Chairperson

Darrell Picketts, Co-Chairperson

Jacquie Scatcherd, Secretary